

**SUMMARY OF THE
NELAC BOARD OF DIRECTORS MEETING
FEBRUARY 8, 2001**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference at 1:30 p.m. Eastern Standard Time (EST) on February 8, 2001 in regular session. The meeting was led by chair Dr. Charles Brokopp of the Utah Department of Health following the agenda distributed previously to Board members (Attachment A). The list of participants is shown in Attachment B, the new list of action items is given in Attachment C, and the cumulative list of action items is given in Attachment D.

Approval of Minutes

Following review of the minutes of the January 11, 2001, meeting, it was moved, seconded and approved to accept the minutes as amended. Dr. Brokopp reviewed action items, which have been updated to their current status.

Policy on Change in Status

Ms. Hankins reviewed the proposed revised NELAC Policy on Committee Membership (#6), noting the changes for the Board. Following discussion, in which it was noted that the draft has been circulated to committee chairs, it was moved, seconded and approved that the policy be distributed.

Non-NELAP AA Acceptance of NELAP accreditation

Some states have expressed interest in a defined relationship with the NELAP accrediting authorities, although they are not primary accrediting authorities themselves. It was noted that the Standard would not prohibit such a relationship. The Accrediting Authority Committee recommended that a list of such states be developed, including definition of the programs to be included. It was suggested that non-NELAP states be contacted to determine their interest prior to NELAC 7. Subsequent to the meeting Dr. Brokopp offered to include such a request in the annual letter to the NELAC representatives.

Interim Meeting Location & Date

No new information on the logistics of the NELAC 7i meeting was available, due to the absence of Ms. Sample who represents the planned co-sponsor. Dr. Billets offered to contact Ms. Sample to obtain an update, and to offer his assistance in these arrangements.

Press Conference Regarding Accredited Labs

Dr. Billets reported that a proposed joint press conference with a laboratory organization has not been approved, due to conflict in timing. It was agreed that it is important to plan suitable recognition of NELAP-accredited laboratories, and appropriate activities were discussed. Ms. Hankins noted that she is drafting a press release for EPA management review.

Hotline

This topic was deferred in the absence of Ms. Labie.

Agency/State Representatives for NELAC 7

Dr. Brokopp asked about the process for designating voting representatives for NELAC 7 sessions. It was agreed that he should request the Membership and Outreach committee to draft the appropriate letter for his signature.

Progress on National Database

Ms. Hankins and Dr. Billets related issues with unexpected delays in getting the NELAC database to operational status, since it will be an official EPA entity and must follow appropriate development guidelines. They indicated that some project staff have been changed and are hopeful of good progress.

MDCB & EPA's NELAP Accreditation Program

Ms. Hankins briefly outlined the history of the interagency Methods and Data Comparability Board, its relationship to the NELAP accreditation program for the Board, and their support for NELAC's efforts.

NEW BUSINESS

There was no new business.

NEXT MEETING

The next meeting of this Board is scheduled for March 8, 2001, at 1:30 p.m. by teleconference.

**NELAC BOARD OF DIRECTORS
DRAFT AGENDA
February 8, 2001
1:30 - 3:00 pm EDT**

1. Approval of Minutes of January 11, 2001 Meeting* - *Chuck Brokopp*
2. Policy on Change in Status * - *Jeanne Hankins*
3. Non-NELAP AA Acceptance of NELAP accreditation - *Jeanne*
4. Interim Meeting Location & Date - *Jackie Sample*
5. Press Conference Regarding Accredited Labs - *Jeanne & Steve*
6. Hotline - *Silky*
7. Agency/State Representatives for NELAC 7 - *Chuck*
8. Progress on National Database - *Jeanne & Steve*
9. MDCB & EPA's NELAP Accreditation Program - *Chuck & Jeanne*
10. New Business

**List of Participants
Board of Directors Meeting
February 8, 2001**

Name	Affiliation	Address
Dr. Charles Brokopp Chair	UT Department of Health	T: 801-584-8406 F: 801-584-8486 E: cbrokopp@doh.state.ut.us
Ms. Ann Marie Allen	MA Dept. of Environmental Protection	T: 978-682-5237 F: 978-688-0352 E: ann.marie.allen@state.ma.us
Dr. Stephen Billets Exec. Secy., Acting	USEPA/ORD	T: 702-798-2232 F: 702-798-2261 E: billets.stephen@epa.gov
Ms. Jeanne Hankins Director	USEPA, ORD	T: 919-541-1120 F: 919-541-4261 E: hankins.jeanne@epa.gov
Dr. Paul Kimsey	CA Department of Health Services	T: 510-40-2411 F: 510-540-3075 E: pkimsey@dhs.ca.gov
Ms. Silky Labie (absent)	FL Department of Environmental Protection	T: 904-488-2796 F: 904-922-4614 E: labie_s@dep.state.fl.us
Dr. Jim Pearson (absent)	VA Division of Consolidated Laboratory Services	T: 804-786-7905 F: 804-371-7973 E: jpearson@dgs.state.va.us
Ms. Anne Rhyne (absent)	TNRCC	T: 512-239-6830 F: 512-239-6410 E: arhyne@tnrcc.state.tx.us
Ms. Jackie Sample (absent)	US DOD	T: 843-764-7337 11) F: 843-764-7360 E: samplejh@navsea.navy.mil
Mr. Joe Slayton	USEPA/Region 3	T: 410-305-2653 F: 410--305-3095 E: slayton.joe@epamail.epa.gov
Dr. Gene Tatsch (Contractor Support)	Research Triangle Institute	T: 919-541-6930 F: 828-628-0659 E: cet@rti.org

**NELAC Board of Directors Meeting
February 8, 2001
New Action Items**

Item No.	Action	Status
1	Dr. Brokopp will include a request for information on acceptance of NELAC accreditation in the annual letter to the NELAC representatives.	On-going
2	Dr. Billets will obtain an update from Ms. Sample, and offer his assistance, in making arrangements for NELAC 7i.	On-going
3	Dr. Brokopp will request the Membership and Outreach committee to draft the appropriate letter for designating NELAC 7 voting representatives for his signature and mailing.	On-going
4	Ms. Hankins will check with Dr. Jackson on the status of Item No. 3, (9/23/1999)	On-going
5	Dr. Billets will follow-up with Membership and Outreach committee on Item No. 6 (05/04/2000).	On-going
6	Dr. Brokopp will revisit Item No. 9 (7/26/2000) to consider developing a briefing package for the new administration.	On-going
7	Ms. Hankins will contact Mr. Parr on the status of Item No. 17 (09/12/2000).	On-going
8	Mr. Slayton will contact Mr. Siders on the status of Item 25 (11/09/2000)	On-going

**Action Items from Previous Meetings
NELAC Board of Directors
February 8, 2001**

No.	Date of Meeting	Action	Status
1	04/13/2000	Dr. Jackson, and Dr. Kimsey will provide a short summary of recent Accrediting Authority workgroup teleconferences to Ms. Hankins to be included in the materials for the next board meeting. (Will be an on-going item).	On-going
2	01/11/1999	Committee Chairs are to prepare "Frequently Asked Questions" for posting on the NELAC Website. They are to submit these to the Membership and Outreach Committee.	On-going
3	09/23/1999	Dr. Jackson will draft a policy for responding to future offers of NELAC-associated activities at national meetings.	On-going
4	01/18/2000	Ms. Hankins will seek clarification on USEPA's NELAC staffing plans.	Completed
6	05/04/2000	The Membership and Outreach committee will draft a policy addressing the logistics of web-submitted issues: routing, response, etc.	On-going
7	05/04/2000	Barb Burmeister will Email the PT committee's process for responding to nominations to Jeanne Hankins.	Completed
8	05/08/2000	Dr. Brokopp will explore organizational issues with ECOS.	Ongoing
9	7/26/00	Dr. Brokopp will continue to lead exploration of viable options, including financial issues.	Ongoing
10	7/13/00	Board members to forward names of persons to fill Board vacancy.	Completed
13	7/13/00	The Program Policy and Structure Committee is tasked with developing specific draft wording of a reorganized NELAC at NELAC 6i.	Deferred
14	8/10/00	Ms. Allen, Ms. Labie, and Dr. Brokopp will draft a plan, based on the most recent work by the transition committee, for submittal to EPA	Deferred
15	8/10/00	Board members are to identify suitable candidates for the vacant Board position	Completed
17	9/12/00	Mr. Parr will draft a NELAC-7i proposal for Dr. Brokopp, Ms. Labie, Dr. Kimsey to review prior to presentation to the full Board.	Ongoing
18	9/12/00	Ms. Hankins will draft a policy to address change of status (Voting - Contributor) of a committee member.	Completed
22	10/31/00	Committee efforts should cite by reference the desired ISO wording, adding explanatory and supplemental notes as needed	Ongoing
24	10/31/00	Ms. Hankins will identify a representative from ISO be invited to participate in a future Board teleconference to discuss viable options for use of ISO language in the NELAC Standard.	Deferred

No.	Date of Meeting	Action	Status
25	11/09/00	Mr. Siders will draft a response to AIHA, for Board review, outlining the committee's plans for development of a NELAC asbestos standard.	On-going
27	11/09/00	Dr. Brokopp will present another update on preparations for NELAC 7 during the December meeting of the Board.	Completed
28	11/09/00	Dr. Brokopp will obtain the assistance of a public information officer for announcing the first class of NELAP-accredited laboratories in January, 2001.	Completed
29	11/09/00	Board members should forward their ideas for suitable publicity for announcement of the first class of NELAP-accredited laboratories in January, 2001.	Completed
30	11/09/00	Dr. Brokopp agreed to follow up with Dr. Billets on possibilities for new promotional ideas and report to the Board at next month's meeting.	On-going
31	12/14/00	Board members should study the proposal for refresher training for assessors in depth and Email their comments to Ms. Hankins before December 22, 2000	Completed
32	12/14/00	Ms. Hankins will inform Ms. Moore of the Board's decision on the refresher training proposal by December 31, 2000.	Completed
34	12/14/00	Ms. Sample will request her staff to propose sites that comply with the GSA rates.	Ongoing
35	1/1/01	Dr. Brokopp and Dr. Kimsey will explore possible legal options for continued use of ISO language in the NELAC Standard.	Ongoing
36	1/1/01	Ms. Hankins will draft a memo to ELAB, for Board review, requesting clarification on the products and timelines they have requested from ASETT	Complete
37	1/1/01	Dr. Brokopp will Email the Board and committee chairs for inputs on presenters & topics at the WTQA meeting next August.	On-going